


# MONROE COUNTY SHERIFF'S OFFICE

## GENERAL ORDER

<b>CHAPTER:</b> 052-C		<b>TITLE:</b> Domestic Violence Reports – Distribution to Domestic Abuse Shelter
<b>EFFECTIVE DATE:</b> January 5, 2010	<b>NO. PAGES:</b> 2	<b>REVIEWED/REVISED:</b> May 21, 2019
<b>REFERENCE:</b> CFA 15.09		<b>RESCINDS:</b>
 <b>Sheriff of Monroe County</b>		

I. **PURPOSE:** To establish guidelines for the distribution of Domestic Violence Reports to the Domestic Abuse Shelter.

II. **DEFINITIONS:**

A. **Domestic Violence Reports:** If the “Domestic Involved” box is checked in F4 under Offense Detail, in initial and closed supplemental reports of the following:

1. Assault (SmartCop 5-1)
2. Aggravated Assault (SC 5-0)
3. Disturbance – Domestic (SC 25-1)
4. Battery (SC 7-1, 7-2, 7-3)
5. Aggravated Battery (SC 7-0)
6. Sexual Assault (SC 56-0)
7. Sexual Battery (SC 56-0)
8. Stalking (SC 57-0)
9. Aggravated stalking (SC 57-0)
10. Kidnapping (SC 41-0)
11. False Imprisonment (SC 41-0)
12. Manslaughter (SC 21-0, 21-2)
13. Homicide (SC 21-0, 21-2)

B. **Domestic Violence Crystal Report:** a refreshable report created by the Director of Information Management that pulls the following information from all Domestic Violence Reports as defined above:

1. Names, addresses, phone numbers of victim and suspect, omitting social security numbers.
2. Narrative
3. Offense type
4. DV Supplements (Alt F3)

III. **PROCEDURE:** Monroe County Sheriff's Office shall, without charge, send a copy of the initial police report, as well as any subsequent, supplemental or related report, which excludes victim/witness statements of other materials that are part of an active criminal investigation and are exempt from disclosure under chapter 119, to the nearest locally certified domestic violence center within 24 hours after the agency's receipt of the report. The report furnished to the domestic violence center must include a narrative description of the domestic violence incident.

The Domestic Violence Crystal Report is located at \\mcs0-t03\Documents\Settings\All Users\Start Menu\SmartCOP\Jail Crystal Reports\offense report domestic vio.rpt. This report shall be refreshed and e-mailed, as an attachment, to the Domestic Abuse Shelter each morning using the e-mail addresses provided by the Shelter. This task shall be completed by Central Records. Should there be any problems with the transmission of this e-mail, the report shall be printed and faxed to the Domestic Abuse Shelter at (305) 451-0809.

The daily email sent to the Domestic Abuse Shelter shall include the following message:

“The attached information is sent to the Domestic Abuse Shelter by the Monroe County Sheriff’s Office to fulfill its statutory obligation as found in Florida Statutes 741.29. This attachment may include confidential information. All recipients of this email shall respect the confidential nature of the information and shall only use this information for the official business of the Domestic Abuse Shelter. Should the recipient have any questions about the confidentiality of the attached information please contact the Monroe County Sheriff’s Office, Records Division Supervisor, at (305) 292-7050. If the report is blank, there were no domestic violence reports generated by the MCSO within the last 24 hours.”